

Copy control- Because of the ease with which copies of corres can be reproduced, volumes of unnecessary copies are produced and distributed. Each copy of a letter or other corres should be justified according to purpose and need. The control of reproduction of corres should be considered an important phase of the corres control program. The reproduction of unnecessary copies will result in added costs in preparation, distribution, handling, and retention costs.

The most economical method of reproduction should always be used. Carbon paper is the most frequently used method of duplicating letters and memos. The maximum number of good copies that can be made on a standard typewriter is 10, and the maximum number of copies that can be made on the electric typewriter is 25.

Other methods of reproduction should be used for form letters, summary sheets, and post cards. The method used will be determined by the context of the material, the final appearance desired, the permanence of copy, and the number of copies needed.

Corres Mgt is program to streamline and improve our corres . We expect better corres prepared by speedier simpler and more economical means.

Less paper to store in offices and in the Ctr.

About 8 million pieces of paper are created each year by cables, dispatches, memos and letters. A significant portion occupies valuable office equip and scarce office space.